

NAME AND PRONOUN FORM

used to change your name to a new legal name (for all students with legal name change) OR to change your first name to a preferred name (for transgender and gender expansive students only)

Legal name change to appear on all college records

Please bring this form and documentation of legal name change to the registrar's office. Documentation can include social security card, passport, VISA, marriage license, court documentation or driver's license. A photocopy of the original document will be placed in your file located in the registrar's office. Your new legal name will be shared with appropriate campus offices and will be used on email/user name accounts. You are responsible for updating your merit page.

CURRENT LEGAL FIRST NAME

NEW LEGAL FIRST NAME

CURRENT LEGAL MIDDLE NAME

NEW LEGAL MIDDLE NAME

CURRENT LEGAL LAST NAME

NEW LEGAL LAST NAME

Check here if you would like a new CSC I.D. card. Please make arrangements with Campus Safety

Signature _____

Date _____

Change of legal name to a preferred name to match gender identity

For transgender and gender expansive students only; not for nicknames.

Preferred first names are for internal Colby-Sawyer purposes only; names will appear on college records except for those required by law to use your legal name. For more information, please go to the Trans at CSC website or contact the LGBTQ Liaison (Professor Kathleen Farrell, kfarrell@colby-sawyer.edu).

Please provide an explanation as to why you want your name changed. This form is protected by FERPA rights and will not be shared without your consent. Reason for name change: _____

Note: if you are changing your name due to your gender identity, check here if you would like the LGBTQ Liaison to reach out to assist you in the multiple steps on campus to ensure your name and gender marker are consistent with your identity

CURRENT LEGAL FIRST NAME

CURRENT LEGAL MIDDLE NAME OR INITIAL

NEW PREFERRED FIRST NAME

CURRENT LEGAL LAST NAME

Preferred Email Address/Username

Please check one option, below:

- I would like a gender neutral email address and username (i.e. jdoe@my.colby-sawyer.edu)
- I would like my email address and username to match my preferred name

The pronoun that you choose to identify with can be communicated on some Colby-Sawyer lists, such as class rosters. For more information, please contact the LGBTQ Liaison, Professor Kathleen Farrell at kfarrell@colby-sawyer.edu.

If these options are not sufficient for your needs, please specify the pronoun you would like to use in our systems and we will do our best to accommodate you.

The options you have are:

he/him/his

she/her/hers

they/them/their

Preferred Gender Pronoun _____

My gender identity is: _____

Check here if you would like an LGBTQ Liaison to reach out to you to assist you in the multiple steps on campus to ensure your name and gender marker are consistent with your identity.

By signing this change of name form, I am stating for the record that I am not changing my name to misrepresent myself in any way. I also am aware of the fact that changing my legal name to my preferred name and/or changing my preferred gender pronoun could cause issues with outside parties inquiring about my attendance at CSC. ***I am aware that changing my preferred name at CSC due to gender transition may out me to family members and others because the preferred name will appear on mailings and emails.*** My preferred name will remain in the system until I notify the college in writing.

I am also consenting to allow you to share the change of name with offices, faculty members, and operations managers on campus so that all relevant parties will have updated information for their records. This consent does not indicate the reason for the name change.

Last, I understand that it is my responsibility to update my Merit page.

Signature _____

Date _____

Students, please bring this completed form and any necessary documentation to the **registrar's office** in Colgate Hall. The changing of your name can take up to three business days to process. Employees, please bring this completed form and any necessary documentation to the **human resource** office in Colgate Hall. The changing of your name can take up to three business days to process.